

23 October 1955

## Manual of Procedures and Instructions for Cashiers

- 25X1A7b

- a. Section 1 (Par. 0102) - Designated personnel are now in the category of Class-A Cashier.
- b. Section 3 (Par. 0308) - Advance of funds to an employee for purchases; cash advance to alternate, and procedure to be followed in the transfer of funds due to the absence of the Principal Cashier.
- c. Section 3 (Par. 0309) - Change in Cashier, Transfer of Funds.
- d. Section 4 - Responsibilities for Funds of Cashiers.
- e. Section 5 - Purchases and miscellaneous cash payments.
- f. Section 7 - Replenishments and Liquidations.  
It is now required that a copy of the Reimbursement Voucher, Form No. 1129, be submitted in duplicate. Both the original and copy must be signed by the Cashier and an Approving Officer. Reimbursement vouchers must be submitted in the name of the Principal Cashier unless the funds have been temporarily transferred to the Alternate (See Par. 0308).
- g. Section 8 - Accounts and Reports.  
With reference to Paragraphs 0910 and 0911, this office requires that the verification of cash balances be made monthly and audits of each investment fund be made semi-annually. Such report shall be forwarded to the Chief, Fiscal Division.

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Format for Cash Verification Report

Cash on Hand  
Uncashed advance or reimbursement checks  
Paid vouchers not forwarded for reimbursement  
Interim receipts from employees for purchases  
Vouchers in transit for reimbursement

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Total of Advance

\$

h. Section 10 - Cashiers and Foreign Service.



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c.c. FPB  
Fiscal File